

**HAMILTON COUNTY SHERIFF'S OFFICE**  
AN EQUAL OPPORTUNITY EMPLOYER  
**APPLICATION FOR EMPLOYMENT**

**HAMILTON COUNTY SHERIFF'S OFFICE**  
**600 MARKET STREET**  
CHATTANOOGA TENNESSEE 37402  
PHONE : (423) 209-7000 - FAX (423) 209-7001

			SCORE	APPLICATION NO.
DATE	SOCIAL SECURITY NO.	POSITION APPLYING FOR CLASSIFICATION NO.	JOB NAME	
NAME (LAST, FIRST, MIDDLE OR MAIDEN - IF USED ON WORK OR SCHOOL RECORDS)			HOME PHONE	BUSINESS PHONE
STREET ADDRESS			DRIVERS LICENSE NO.	STATE
CITY	COUNTY	STATE	ZIP CODE	DATE AVAILABLE

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE AGAINST THE LAW OR ARE YOU NOW UNDER CHARGES FOR ANY OFFENSE AGAINST THE LAW? YOU MAY OMIT ONE TRAFFIC VIOLATIONS FOR WHICH YOU PAID A FINE OF \$75.00 OR LESS- AND ANY OFFENSE COMMITTED BEFORE YOUR 18TH BIRTHDAY WHICH WAS FINALLY ADJUDICATED IN A JUVENILE COURT UNDER YOUTH OFFENDER LAW. NOTE: A CONVICTION DOES NOT AUTOMATICALLY MEAN YOU CANNOT BE APPOINTED. WHAT YOU WERE CONVICTED OF AND HOW RECENTLY WILL BE EVALUATED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING. IF YES EXPLAIN:

☐ YES ☐ NO

HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN FROM EMPLOYMENT?	WILL YOU ACCEPT TEMPORARY WORK?
<input type="checkbox"/> YES NOTE: IF YES, PLEASE GIVE DETAILS <input type="checkbox"/> NO	<input type="checkbox"/> YES (Acceptable or refusal of temporary work does not affect your consideration for other appointments.) <input type="checkbox"/> NO

**EMPLOYMENT HISTORY**

START WITH YOUR PRESENT POSITION AND WORK BACKWARDS; MILITARY EXPERIENCE MAY ALSO BE INCLUDED. ACCOUNT FOR PERIODS OF UNEMPLOYMENT IN SEPARATE BLOCKS IN ORDER.  
MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER, QUALIFICATIONS, AND RECORD OF EMPLOYMENT? (A 'NO' ANSWER WILL NOT AFFECT YOUR CONSIDERATION FOR EMPLOYMENT.) ☐ YES ☐ NO

PRESENT EMPLOYMENT	DATES OF EMPLOYMENT FROM / / TO / /	EXACT TITLE OR POSITION	NO. OF EMPLOYEES SUPERVISED	SALARY OR EARNINGS STARTING \$ _____ PER _____ PRESENT \$ _____ PER _____
	EMPLOYING FIRM	AVERAGE HOURS PER WEEK	NAME OF IMMEDIATE SUPERVISOR	
	ADDRESS	REASON FOR WANTING TO LEAVE		
	CITY, STATE, ZIP			
	DUTIES - RESPONSIBILITIES			
PREVIOUS EMPLOYMENT	DATES OF EMPLOYMENT FROM / / TO / /	EXACT TITLE OR POSITION	NO. OF EMPLOYEES SUPERVISED	SALARY OR EARNINGS STARTING \$ _____ PER _____ PRESENT \$ _____ PER _____
	EMPLOYING FIRM	AVERAGE HOURS PER WEEK	NAME OF IMMEDIATE SUPERVISOR	
	ADDRESS	REASONS FOR LEAVING		
	CITY, STATE, ZIP			
	DUTIES - RESPONSIBILITIES			
PREVIOUS EMPLOYMENT	DATES OF EMPLOYMENT FROM / / TO / /	EXACT TITLE OR POSITION	NO. OF EMPLOYEES SUPERVISED	SALARY OR EARNINGS STARTING \$ _____ PER _____ PRESENT \$ _____ PER _____
	EMPLOYING FIRM	AVERAGE HOURS PER WEEK	NAME OF IMMEDIATE SUPERVISOR	
	ADDRESS	REASON FOR LEAVING		
	CITY, STATE, ZIP			
	DUTIES - RESPONSIBILITIES			

LIST ANY SPECIAL QUALIFICATIONS AND SKILLS (LICENSES, SKILLS WITH MACHINE OR EQUIPMENT, PUBLIC SPEAKING, MEMBERSHIP IN PROFESSIONAL OR SCIENTIFIC SOCIETIES, TYPING SPEED, ETC.)

**IF ADDITIONAL EXPERIENCE BLOCKS ARE REQUIRED, PLEASE USE BLANK SHEETS AND ATTACH TO THIS FORM.**

Note: If you feel you've been discriminated against in the application process or Equal Opportunity within the Hamilton County Sheriff's Office contact: Hamilton County EEOC Room #202 Frank Newell Tower (423) 209-6144.

## II. EDUCATION AND TRAINING

Highest Grade Completed		<input type="checkbox"/> Diploma <input type="checkbox"/> GED or Correspondence Course	Year Completed
High School Attended			
Other Schools or Training (Trade, Vocational Military, Business, Etc.)	Length of Courses		Year Certificate Completed
College and/or Graduate School	Dates Attended From / To	No. hrs. comp. Sem. / Qtr.	Major
			Minor
			Degree
			Year Awarded
List any School or College Honors:		List Any Additional Experience, Training, or Education Related to Position Applied For:	
Military Service: Have you ever served in the U.S. Armed Forces?	Active Duty: From / / To / /		Discharge Date
<input type="checkbox"/> <input type="checkbox"/>			

## III. References

List three persons who are not related to you and who have knowledge of your qualifications for the position(s) for which you are applying, such as former co-workers, teachers, etc. Do not repeat names of supervisors listed under employment history.

Name	Business or Home Address	Phone Number	Business or occupation

Information release authorization: (Required by Federal Private Act of 1974)

Notice to Applicant: This is to inform you that as part of our application procedure, an investigation will be made of your background. Your authorization is necessary to process your application.

I, \_\_\_\_\_ hereby authorize the Hamilton County Sheriff's Office access to any of my personnel employment records, and any other information pertaining to my previous employment. I also authorize any educational institution to release my transcripts or any police departments to release my police records.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Witness: \_\_\_\_\_ Witness: \_\_\_\_\_

I certify that all of the statements made in this application are true, complete, and correct, to the best of my knowledge and belief and are made in good faith. I understand that false information may be grounds for rejection of my application, and if employed could be grounds for termination.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

### Do not write below this line

1. Proof of Education	Y	N	Examination Date	<input type="checkbox"/> Promotional Entrance	Final Grade	Register Number
2. Educational Requirements	Y	N				
3. Experience Requirements	Y	N				
4. References Checked	Y	N	Written	Oral Expression	Educational Experience	Performance Test
Technician Signature			Raw Score			
Interviewer's Comments:			Percentage			
			Grade			

Applicant Log Entry Completed by

Date